



MISSOURI DIVISION OF FIRE SAFETY

# HAZARDOUS MATERIALS

*NFPA 472-2013*

GUIDE FOR  
LEAD INSTRUCTORS





## **MISSION**

**The Division of Fire Safety provides proactive statutory enforcement, regulatory oversight and education to protect all lives and property from the devastation of fires, explosions and life safety perils.**



## HAZARDOUS MATERIALS - AWARENESS, OPERATIONS & TECHNICIAN

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### *Guide for Lead Instructors*

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### **Certification Process**

The guidelines for the state certification program are designed to ensure the following: accountability, consistency, and credibility of instruction, testing, and certification of first responders and public sector officials and employees in the State of Missouri.

#### **Goals of the Certification Program:**

1. To raise the level of hazardous materials training for the State of Missouri.
2. To improve training and education for first responders and public sector officials and employees.
3. Establish minimum basic training standards for first responders and public sector officials and employees.
4. Issuance of certificates to persons who complete requirements for certification and pass the required state examinations.
5. To maintain records of persons who have attained state certification.

Hazardous Materials Awareness, Operations and Technician Certification is provided through the Missouri Department of Public Safety, Division of Fire Safety. This certification is internationally accredited by the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (ProBoard). The Missouri Division of Fire Safety shall certify individuals at the levels of Hazardous Materials Awareness, Operations and Technician based on a combination of requirements and qualifications.

The Missouri Division of Fire Safety subscribes to the policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, and the handicapped. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



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### **Hazardous Materials Courses Guide**

#### **I. Approved Hazardous Materials Awareness and Operations Courses**

The following courses are approved as the only curriculums for delivery as meeting NFPA 472-2013, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, for Missouri Division of Fire Safety Hazardous Materials Awareness and Operations certification eligibility:

1. *Hazardous Materials: Awareness and Operations*, Jones and Bartlett
2. *Fundamentals of Fire Fighter Skills*, Third Edition, Jones and Bartlett  
Chapters 28-35 (if not presented in conjunction with an approved *Fire Fighter I and II* course, the following chapters must also be presented: Chapters 3, 5, 17, and 23)
3. *Hazardous Materials for First Responders*, Fourth Edition, IFSTA
4. *Essentials of Fire Fighting and Fire Department Operations*, Sixth Edition, IFSTA  
Chapters 23-24 (if not presented in conjunction with an approved *Fire Fighter I and II* course, the following chapters must also be presented: Chapters 3, 5, 6, 16, and 17)

**When using the above curriculums, Hazardous Materials Awareness and Operations are to be presented as a COMBINED COURSE. The end of course quiz, provided by the Division of Fire Safety includes questions from both levels.**

**Certification candidates will continue to take separate certification examinations for Awareness and Operations. Upon successful completion of the certification process, candidates will receive Awareness Certification and Operations Certification.**

The Fire and Rescue Training Institute, MU Extension, "Hazardous Materials Initial Response: Awareness" course online ([www.mufrti.org](http://www.mufrti.org)) is approved ONLY for Hazardous Materials Awareness certification eligibility.



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### **II. Hazardous Materials Awareness and Operations Course Requirements**

- A. The course must be preapproved by the Division of Fire Safety as meeting or exceeding NFPA 472-2013, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*.
- B. The Lead Course Instructor must hold current Missouri Division of Fire Safety Hazardous Materials Awareness and Operations certifications. The Lead Course Instructor must hold a current Fire Service Instructor I (or higher) certificate. The Lead Instructor is responsible for scheduling certified instructors and record keeping for the course. Assisting Instructors must meet the same requirements as the Lead Instructor.
- C. Each student participating in an approved course must have the following materials:
  - 1. *2012 Emergency Response Guidebook*, U.S. Department of Transportation
  - 2. One of the following textbooks (depending on the course approved):
    - a. *Hazardous Materials: Awareness and Operations*, Jones and Bartlett
    - b. *Fundamentals of Fire Fighter Skills*, Third Edition, Jones & Bartlett
    - c. *Hazardous Materials for First Responders*, Fourth Edition, IFSTA
    - d. *Essentials of Fire Fighting and Fire Department Operations*, Sixth Edition, IFSTA

### **III. Procedure for Hazardous Materials Awareness and Operation Course Approval**

- A. To conduct a Hazardous Materials Awareness and Operations Course, an "Application for Hazardous Materials Course Delivery" form detailing when and where the course is to be delivered, course completion date, course instructor, and the person responsible for record keeping, and the curriculum to be used must be submitted to the Division of Fire Safety prior to the start of the course (enclosed).

After receipt of the "Application for Hazardous Materials Course Delivery" from the appropriate training entity, the application will be reviewed for approval. An official letter of approval or denial will be sent to the Lead Instructor of the course.

Students will not be eligible for certification testing without completing a course approved by the Missouri Division of Fire Safety.

Courses will be approved only for departments who are registered with the Division of Fire Safety, approved academies, schools, and training entities.

An Application for "Hazardous Materials Evaluator Confirmation" must be received by the Division of Fire Safety **no less than 72 hours prior to the end of the approved course**.





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#### B. After Course Approval

The Lead Instructor is responsible for maintaining all permanent course records. Course records must include the enclosed "Hazardous Materials Awareness and Operations Course Training Record" (enclosed) for each student.

Each student must pass the end of course quiz with a minimum score of 70% to pass the course and be eligible for certification.

The Division of Fire Safety will provide the Lead Instructor with an approved end of course quiz and a re-test for individuals who may fail the quiz during their first attempt.

***Lead Instructors are required to maintain strict security on these quizzes and answer sheets and never share these with any students or other individuals.***

The local authority having jurisdiction shall agree to inspection of course records at a reasonable hour if deemed necessary by the Division of Fire Safety.

The Lead Course Instructor must verify that the candidate has successfully completed the course by submitting the candidate's original Training Record for each student.

**A copy of a candidate's "Hazardous Materials Awareness and Operations Course Training Record" must be submitted to the Division prior to a student being permitted to take the Hazardous Materials Awareness or Operations written certification examination.**

**An original, signed copy of a candidate's "Hazardous Materials Awareness and Operations Course Training Record" must be submitted to the Division of Fire Safety before certification will be issued to any candidate.**





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### **IV. Hazardous Materials Operations Practical Skills**

Hazardous Materials Operations Practical Skills testing are conducted at the conclusion of an approved course.

Each skill objective in the NFPA 472 Hazardous Materials Operations standard is tested at the conclusion of an approved course by approved evaluators. Skills have been created for core competencies and each mission-specific required discipline. Students should have mastered these skills during the approved Hazardous Materials Operations course. All completed skill sheets must be sent to the Division in order to be eligible for certification.

#### **Assignment of Practical Skills Exam Evaluators**

Training entities must apply for practical skills testing in advance by completing the "Application for Hazardous Materials Evaluator Confirmation" form and submitting to the Division of Fire Safety *at least 72 hours prior to the end of the approved course*.

The assignment of the Lead Evaluator for a specific Hazardous Materials Practical Skills examination is approved by the Division of Fire Safety. To serve as a Lead Evaluator for a hazardous materials practical skills certification examination, individuals must meet the following criteria:

1. Serves as an instructor for an approved agency; however, cannot have served as an instructor for the class to be tested.
2. Be certified by the Division of Fire Safety as a Fire Service Instructor I or higher.
3. Be certified by the Division of Fire Safety at the Hazardous Materials Operations level.
4. Has completed a Certification Evaluator Seminar.
5. Agrees to abide by all of the rules and conditions stipulated by the Division of Fire Safety.
6. Agrees to and signs an "Evaluator Code of Ethics" for each exam administered.

#### **Hazardous Materials Operations Practical Skills Testing Procedures**

Operations test candidates must demonstrate all practical skills at the end of the course in the presence of a certified practical skill evaluator. **All of the practical skills required to meet NFPA 472-2013 are to be tested during the practical skills exam.**



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Individuals with facial hair that comes into contact with the SCBA facepiece will not be allowed to test for certification. The Lead Evaluator will have the authority to deny testing to these individuals and is expected by the Division to do so.

Practical Skill stations should be arranged as to prevent students from observing stations they have not yet completed. Candidates are not permitted to watch as skill stations are set up. Candidates must not be allowed to watch as other candidates are evaluated on their practical skills.

To ensure evaluator consistency all evaluators must refer to the skill sheets and determine if the students follow the steps and techniques listed in order to pass the required skills. All of the skills listed on the individual skill sheets must be completed to pass the skills.

Although through training and experience evaluators may know alternative techniques for skills, it is mandatory that students perform the skills as specified on the skill sheets.

Due to the complexity of the Practical Skill Sequences, there must be a minimum of two Exam Evaluators at all Practical Skills Certification Exams.

1. The number of evaluators is determined by how many skills stations are going to be operated at the same time. Operations Mission-Specific Practical skills are a "GROUP" skill. Maximum number of candidates to a testing group is 5.

Candidates must successfully demonstrate all practical skills tested on the state practical exam. During the testing, students will progress from one skill immediately to another, without any "down" time. For example, if the student is first asked to don protective gear, the gear will remain on throughout the entire skill sequence.

**Each student is allowed two attempts to successfully demonstrate a given skill.**

1. Requests for a second attempt on a failed skill station must be directed to the Lead Evaluator.
2. The second attempt shall be done with a different evaluator.
3. Students who need a second attempt **are not allowed** to confer with other students, instructors, or evaluators to relearn/practice a skill.
4. During the second attempt, the student retesting will only be required to repeat the skills within the area of the skill originally failed, not the entire skill sequence.



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If an individual skill is failed after a second attempt, the entire practical skills exam is failed. Should a student fail a test a second time, he or she shall be required to successfully complete an approved hazardous materials course and practical skills before again applying for the written exam and certification.

**The Lead Evaluator shall conduct a pretest briefing with all assisting evaluators. This briefing shall include the following information:**

- a. A review of the practical skills to be tested.
- b. Skill scenarios to be used according to topography.
- c. A review of the acceptable test performance criteria.
- d. A review that all evaluators must refer to the skill checklists and determine if the candidates follow the steps and techniques listed in order to pass the skill.
- e. Candidates must complete and pass all skills to be eligible for certification.
  - (1) To ensure evaluator consistency all evaluators must refer to the skill sheets and determine if the candidates follow the steps and techniques listed in order to pass the required skills.
  - (2) All of the skills listed on the individual skill sheets must be completed to pass the skills.
  - (3) Although through training and experience evaluators may know alternative techniques for skills, it is mandatory that candidates perform the skills as specified on the skill sheets.
- f. A review of the proper completion of any forms used in the evaluation.
- g. A review of the procedures to be used for handling questions, problems or failures which may arise during testing.
- h. The Lead Evaluator and Safety Officer shall brief all assisting evaluators and support staff on specific safety precautions and procedures for certain skills. Any individual involved with the testing process who observes a potentially hazardous condition must report it to the Safety Officer or an evaluator.
- i. The completion of the "Evaluator Code of Ethics" form for each evaluator.



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**Exam evaluators are to review the following information with the candidates prior to beginning the Practical Skills exam:**

1. Each candidate must be prepared to take appropriate protective equipment to each skill station.
2. Each candidate is allowed two attempts to successfully demonstrate a given skill.
3. Candidates should be notified confidentially of their pass/fail status on each skill. Results must not be posted for public viewing.
4. The Lead Evaluator cannot limit the number of stations which a candidate may have a second attempt.
5. Requests for a second attempt on a failed skill station must be directed to the Lead Evaluator.
6. The second attempt shall be done with a different evaluator.
7. Candidates who need a second attempt are not allowed to confer with other candidates, instructors, or evaluators to relearn/practice a skill.
8. During the second attempt, the candidate retesting will only be required to repeat the skills within the area of the skill originally failed, not the entire skill sequence.

A candidate must successfully demonstrate mastery of each priority step within each specific skill. If a candidate fails one particular skill, after having two attempts, he or she fails the entire practical skills exam.

Should the candidate fail the practical exam, he or she will be required to take an approved Hazardous Materials Operations course again before being allowed to take another test for the same certification level. The student will be required to test both written and practical exam for the failed certification level.

### **Completion of the Hazardous Materials Operations Practical Skills Exam**

1. The Lead Evaluator collects all Practical Skill Booklets/Summary sheets from the candidates.
2. The Lead Evaluator reviews the Practical Skill Booklets to ensure all required skills were tested and pass/fail status correctly indicated.



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3. When everything is in order, the Lead Evaluator signs each individual's Skills Test Summary and indicate if candidate has passed or failed the exam.
4. Each candidate must sign his or her individual Skills Test Summary.
5. Completed Practical Skill Booklets and Skills Test Summaries are returned to the course Lead Instructor.
6. Following practical skills testing, the Lead Instructor will return the completed Practical Skill Booklets and "Skills Test Summary" to the Division of Fire Safety within 7 working days following the test.
7. If the course was registered with the Missouri Emergency Response Commission, the MERC Test Proctor must return the completed Practical Skill Booklets and "Skills Test Summary" to the MERC within 7 working days of the test. The MERC shall submit the completed Practical Skill Booklets and "Skills Test Summary" to the Division of Fire Safety within 7 working days.

### **Hazardous Materials Practical Skills Testing Safety**

**During practical skills testing, the safety of all candidates, evaluators, and support staff is of primary importance.** The Lead Instructor must ensure that all personal protective equipment, apparatus, and equipment to be used for the test shall meet or exceed applicable NFPA Standards or their equivalent. Lead Evaluators shall not administer any examination where those standards have not been met and shall immediately contact the Division of Fire Safety with such information.

The host agency, where the test is to be conducted, has the ultimate responsibility for the safety of all parties involved in the testing process. A Safety Officer shall be selected from either the support staff or from the available members of the fire department who are not testing. This Safety Officer should be an individual with sufficient training and experience to determine potential safety problems and take corrective action. The Safety Officer shall operate in a roving fashion to ensure that all evolutions are being conducted in a safe manner. The Safety Officer has the authority, regardless of rank, to stop any activity immediately if a dangerous condition or act is observed.

The Lead Evaluator and Safety Officer shall brief all assisting evaluators and support staff on specific safety precautions and procedures for certain skills. Any individual involved with the testing process who observes a potentially hazardous condition must report it to the Safety Officer or an evaluator.



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#### **V. Approved Hazardous Materials Technician Course**

The following course is approved as the only curriculum for delivery as meeting NFPA 472-2013, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, for Missouri Division of Fire Safety Hazardous Materials Technician certification eligibility:

1. *Hazardous Materials: Managing the Incident*, Fourth Edition, Jones and Bartlett

#### **VI. Hazardous Materials Technician Course Requirements**

- A. The course must be preapproved by the Division of Fire Safety as meeting or exceeding NFPA 472-2013, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incident*
- B. The following course instructor requirements must be met for course approval and the course students to be eligible for certification:
  1. Lead Instructor (must be approved by the Division of Fire Safety prior to course delivery):
    - a. Certified by the Division of Fire Safety as Fire Service Instructor II or higher
    - b. Certified by the Division of Fire Safety at the Hazardous Materials Technician level
    - c. Responsible for scheduling certified instructors and record keeping for the course
  2. Assisting Instructors (must be approved by the Division of Fire Safety prior to course delivery and meet one of the following criteria):
    - a. Certified by the Division of Fire Safety as Fire Service Instructor I or higher and be certified at the Hazardous Materials Technician level
    - b. Be a Subject Matter Specialist in the module to be delivered as approved by the Division (*Subject Matter Specialist: an individual who has acquired special skill in or knowledge of a particular subject through education, professional training, and practical experience*)
    - c. An approved level of training/certification accepted by the Missouri Fire Safety Education/Advisory Commission and approved by the Division.



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- C. Each student participating in an approved Hazardous Materials Technician course must have the following materials:
1. Textbook: *Hazardous Materials: Managing the Incident*, Fourth Edition, Jones and Bartlett
  2. Missouri Division of Fire Safety "Hazardous Materials Technician Student Practical Skills" book
  3. Missouri Division of Fire Safety "Hazardous Materials Technician Reference Guide"

### **VII. Procedure for Hazardous Materials Technician Course Approval**

- A. To deliver a Division of Fire Safety approved Hazardous Materials Technician course, an "Application for Hazardous Materials Course Delivery" form detailing when and where the course is to be delivered, course completion date, course instructor, and the person responsible for record keeping must be submitted to the Division of Fire Safety for review prior to the start of the course (enclosed).

After receipt of the "Application for Hazardous Materials Course Delivery" from the appropriate training entity, the application will be reviewed for approval. An official letter of approval or denial will be sent to the Lead Instructor of the course.

Students will not be eligible for certification testing without completing a course approved by the Missouri Division of Fire Safety.

Courses will be approved only for departments who are registered with the Division of Fire Safety, approved academies, schools, and training entities.

- B. After Course Approval

The Lead Instructor is responsible for maintaining all permanent course records. Course records must include the enclosed "Hazardous Materials Technician Course Training Record" (enclosed) for each student.

The Lead Course Instructor must verify that the candidate has successfully completed the course by submitting the candidates original "Hazardous Materials Technician Course Training Record" for each student.

- C. Chapter Quizzes

1. Chapter quizzes are required for each chapter to determine student progress through the course.





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2. The quizzes are to be generated from the *Hazardous Materials: Managing the Incident*, Fourth Edition, "Instructors Toolkit CD" from Jones and Bartlett.
  3. A minimum of 10 question quiz for each chapter must be used.
  4. In the event a candidate fails the chapter quiz, they must be given a second attempt to pass the chapter quiz. The new quiz is to be generated from the test bank.
  5. If the candidate fails the second attempt of a chapter quiz, the candidate would be deemed as failed the course and would not meet the requirements for certification eligibility.
- D. The local authority having jurisdiction shall agree to inspection of course records at a reasonable hour if deemed necessary by the Division of Fire Safety.
- E. The Lead Course Instructor must verify that the candidate has successfully completed the course by submitting the candidate's original "Hazardous Materials Technician Course Training Record" for each student.
- F. The Lead Course Instructor will verify that the student has successfully performed all of the practical skills by signing the student's Practical Skills Book. Each student's Practical Skills Book must be completed and signed by the Lead Instructor prior to the practical skills certification exam, indicating that the Lead Instructor has witnessed the successful completion of all of the skills in accordance with NFPA 472-2013.

**Copies of each student's "Hazardous Materials Technician Training Record," "Verification of Successful Completion of Practical Skills," and "Practical Skills Summary" must be submitted to the Division at least 7 days prior to the Certification Practical Skills Exam date.** This submission can be by fax, email, or the postage service. This deadline is necessary so the Division can prepare the appropriate exams for the students successfully completing the course and send them to Lead Evaluator before the test date. The "Application for Testing and Certification" should be submitted only for written certification testing and not submitted for practical skills testing.

- G. The original, signed copies of a student's "Hazardous Materials Technician Training Record," "Verification of Successful Completion of Practical Skills," and "Practical Skills Summary" must be completed and submitted to the Division of Fire Safety before certification can be issued any candidate.**

*NOTE: The Division of Fire Safety recognizes that situations can develop where exceptions need to be made to the above requirements. It is vital that the Lead Instructor notify the Division of any such situation as soon as practical prior to any test or alternative compliance exercise so that specific allowances can be discussed.*



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### **VIII. Hazardous Materials Technician Practical Skills Exam**

*All Hazardous Materials Technician practical skills testing will be scheduled only by the Division of Fire Safety.* The Division will notify students, who have met the certification eligibility requirements, of the practical testing dates and locations. Testing materials will be sent to the Lead Evaluator prior to the scheduled test date.

Only those individuals whose "Hazardous Materials Technician Training Record" and "Verification of Successful Completion of Practical Skills" student will be allowed to participate in the practical skills certification exam.

Practical skills tests are generated by the Division of Fire Safety. Practical skill tests are designed so that the possibility exists that any Job Performance Requirement from the given NFPA Standard can be on a particular skill test. All practical skills exams shall contain a diverse degree of difficulty in job areas.

Hazardous Materials Technician practical skills tested are sequenced in the form of actual contextual skills. Several sequences of skills have been created and are mailed to the evaluator in sealed envelopes. A representative chosen by the class shall select one skill envelope before testing. The benefits of this choice of sequenced skills include that randomness is ensured and thus the students must be prepared for any skill from the appropriate NFPA standard.

The Division of Fire Safety will assign and approve all Lead and Assisting Evaluators.

#### **Assignment of Practical Skills Exam Evaluators**

The assignment of the Lead and Assisting Evaluators for a specific Hazardous Materials Technician Practical Skills examination are assigned by the Division of Fire Safety.

Written certification exams will be administered by full-time Division of Fire Safety employees as assigned and approved by the Division Deputy Chief of Training and Certification.

To serve as a Lead Evaluator for a Hazardous Materials Technician practical skills certification examination, individuals must meet the following criteria:

1. Serves as an instructor for an approved agency; however, cannot have served as an instructor for the class to be tested.
2. Be certified by the Division of Fire Safety as a Fire Service Instructor II or higher.



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3. Be certified by the Division of Fire Safety at the level he or she is evaluating. For example, in order to evaluate Hazardous Materials Technician level, certification must be at the Hazardous Materials Technician level.
4. Has attended a Certification Evaluator Seminar.
5. Agrees to abide by all of the rules and conditions stipulated by the Division of Fire Safety.
6. Agrees to and signs an "Evaluator Code of Ethics" for each exam administered.

To serve as an Assisting Evaluator for a hazardous materials technician practical skills certification examination, individuals must meet the following criteria:

1. Serves as an instructor for an approved agency; however, cannot have served as an instructor for the class to be tested.
2. Be certified by the Division of Fire Safety as a Fire Service Instructor I or higher.
3. Be certified by the Division of Fire Safety at the level he or she is evaluating. For example, in order to evaluate Hazardous Materials Technician level, certification must be at the Hazardous Materials Technician level.
4. Has attended a Certification Evaluator Seminar.
5. Agrees to abide by all of the rules and conditions stipulated by the Division of Fire Safety.
6. Agrees to and signs an "Evaluator Code of Ethics" for each exam administered.

### **Hazardous Materials Technician Practical Skills Testing Procedures**

Technician test candidates must demonstrate practical skills as drawn at the scheduled practical skills exam in the presence of a certified practical skill evaluator.

Individuals with facial hair that comes into contact with the SCBA facepiece will not be allowed to be tested for certification. The Lead Evaluator will have the authority to deny testing to these individuals and is expected by the Division to do so. A candidate has two attempts to successfully demonstrate a given skill. If an individual skill is failed after a second attempt, the entire practical skills exam is failed. Should a student fail a test a second time, he or she shall be required to successfully complete an approved hazardous materials course and practical skills before applying for the written exam and certification.



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Practical Skill stations should be arranged as to prevent students from observing stations they have not yet completed. Candidates are not permitted to watch as skill stations are set up. Candidates must not be allowed to watch as other candidates are evaluated on their practical skills.

To ensure evaluator consistency all evaluators must refer to the skill sheets and determine if the students follow the steps and techniques listed in order to pass the required skills. All of the skills listed on the individual skill sheets must be completed to pass the skills.

Although through training and experience evaluators may know alternative techniques for skills, it is mandatory that students perform the skills as specified on the skill sheets.

Candidates must successfully demonstrate all practical skills within a sequence on the state practical exam. All of the practical skills within a selected sequence will be tested during the Practical Skills exam. During the testing, students will progress from one skill immediately to another, with a minimum of "down time." For example, if the student is first asked to don chemical protective clothing, the student will remain in it throughout the entire skill sequence.

Each student is allowed two attempts to successfully demonstrate a given skill.

1. Requests for a second attempt on a failed skill station must be directed to the Lead Evaluator.
2. The second attempt shall be done with a different evaluator.
3. Students who need a second attempt **are not allowed** to confer with other students, instructors, or evaluators to relearn/practice a skill. Prior to the second attempt, this student is allowed to refer to the Division of Fire Safety's Practical Skill Booklet but may not refer to any other reference material.
4. During the second attempt, the student retesting will only be required to repeat the skills within the area of the skill originally failed, not the entire skill sequence.

The Lead Evaluator shall conduct a pretest briefing with all assisting evaluators. This briefing shall include the following information:

- a. A review of the practical skills to be tested.
- b. A review of the acceptable test performance criteria.
- c. A review that all evaluators must refer to the skill checklists and determine if the candidates follow the steps and techniques listed in order to pass the skill.



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- d. Candidates must complete and pass all skills to be eligible for certification.
  - (1) To ensure evaluator consistency all evaluators must refer to the skill sheets and determine if the candidates follow the steps and techniques listed in order to pass the required skills.
  - (2) All of the skills listed on the individual skill sheets must be completed to pass the skills.
  - (3) Although through training and experience evaluators may know alternative techniques for skills, it is mandatory that candidates perform the skills as specified on the skill sheets.
- e. A review of the proper completion of any forms used in the evaluation.
- f. A review of the procedures to be used for handling questions, problems or failures which may arise during testing.
- g. The Lead Evaluator and Safety Officer shall brief all assisting evaluators and support staff on specific safety precautions and procedures for certain skills. Any individual involved with the testing process who observes a potentially hazardous condition must report it to the Safety Officer or an evaluator.
- h. The completion of the "Evaluator Code of Ethics" form for each evaluator.

Exam evaluators are to review the following information with the candidates prior to beginning the Practical Skills exam:

- 1. Each candidate must be prepared to take appropriate protective equipment to each skill station.
- 2. Each candidate is allowed two attempts to successfully demonstrate a given skill.
- 3. Candidates should be notified confidentially of their pass/fail status on each skill. Results must not be posted for public viewing.
- 4. The Lead Evaluator cannot limit the number of stations which a candidate may have a second attempt.



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### **Hazardous Materials Practical Skills Testing Safety**

**During practical skills testing, the safety of all candidates, evaluators, and support staff is of primary importance.** The Lead Instructor must ensure that all personal protective equipment, apparatus, and equipment to be used for the test shall meet or exceed applicable NFPA Standards or their equivalent. Lead Evaluators shall not administer any examination where those standards have not been met and shall immediately contact the Division of Fire Safety with such information.

The host agency, where the test is to be conducted, has the ultimate responsibility for the safety of all parties involved in the testing process. A Safety Officer shall be selected from either the support staff or from the available members of the fire department who are not testing. This Safety Officer should be an individual with sufficient training and experience to determine potential safety problems and take corrective action. The Safety Officer shall operate in a roving fashion to ensure that all evolutions are being conducted in a safe manner. The Safety Officer has the authority, regardless of rank, to stop any activity immediately if a dangerous condition or act is observed.

The Lead Evaluator and Safety Officer shall brief all assisting evaluators and support staff on specific safety precautions and procedures for certain skills. Any individual involved with the testing process who observes a potentially hazardous condition must report it to the Safety Officer or an evaluator.



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### *Guide for Lead Instructors*

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## **Hazardous Materials Certification**

Hazardous Materials certification is granted to those individuals who meet the required qualifications and successfully pass the certification exam. The requirements for Awareness, Operations and Technician levels are based on NFPA 472-2013 and 29CFR1910-120(q). No individual shall attain higher hazardous materials certification without first completing Hazardous Materials Awareness Level.

Applicants seeking certification at the Operations level, must first show documentation of having met the requirements for Hazardous Materials Awareness. Applicants seeking certification at the Technician level, must first show documentation of having met the requirements for Hazardous Materials Awareness and Operations.

All qualifications must be met and documentation supplied to the Division of Fire Safety prior to admission to the certification examination. **Applicants have one year from the time of course completion to complete the certification process.**

### **IX. Applicants Requirements for Hazardous Materials Awareness Certification**

Certification as Hazardous Materials - Awareness Level will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Complete the enclosed "Application for Testing and Certification," including the "Authorization for Release of Information." Application and authorization must be signed and complete in order to be considered.
- B. Successful completion of a Division of Fire Safety approved Hazardous Materials Awareness course as verified by the course Lead Instructor (MUFRTI online Hazardous Materials Awareness course only: attach copy of a course completion certificate to application).
- C. Applicant must be a resident of Missouri, or employed within the State.
- D. Applicant must be at least 18 years of age.
- E. Copy of a valid Missouri driver's license or a valid state or federal identification
- F. Applicant must attain a score of 70% on the state certification written exam.





## ***Guide for Lead Instructors***

### **X. Applicants Requirements for Hazardous Materials Operations Certification**

Certification as Hazardous Materials - Operations Level will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Complete the enclosed "Application for Testing and Certification," including the "Authorization for Release of Information." Application and authorization must be signed and complete in order to be considered.
- B. Successful completion of a Division of Fire Safety approved Hazardous Materials Operations training program as verified by the course Lead Instructor .
- C. Applicant must be a resident of Missouri, or employed within the State.
- D. Applicant must be at least 18 years of age.
- E. Copy of a valid Missouri driver's license or a valid state or federal identification
- F. Applicant must attain a minimum score of 70% on the State certification written and must successfully pass all practical skills tested on the State practical skills examination.
- G. Applicant must be certified by the Division of Fire Safety at the Hazardous Materials Awareness Level to NFPA 472-1997 or newer standard.

### **XI. Awareness and Operations Certification Annual Refresher**

- I. Those applicants who are trained in accordance with 29CFR1910-120(q)(6) shall receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly (reference 29CFR1910-120(q)(8)). The Division of Fire Safety has adopted the following refresher requirements:
  - A. Successfully attend a Hazardous Materials Awareness or Operations training program **or**
  - B. A statement of training or competency shall be made by the employer (e.g.: fire chief, police chief, sheriff, etc.). If a statement of training or competency is made, the employer shall keep a record of the methodology used to demonstrate training or competency. This statement shall be available to the Division of Fire Safety for review upon request.



## **HAZARDOUS MATERIALS - AWARENESS, OPERATIONS & TECHNICIAN**

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### ***Guide for Lead Instructors***

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## **XII. Applicants Requirements for Hazardous Materials Technician Certification**

Certification as Hazardous Materials Technician Level will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Complete the enclosed "Application for Testing and Certification," including the "Authorization for Release of Information." Application and authorization must be signed and complete in order to be considered.
- B. Successful completion of a Division of Fire Safety approved Hazardous Materials Technician training program as verified by the course Lead Instructor.
- C. Applicant must be a resident of Missouri, or employed within the State.
- D. Applicant must be at least 18 years of age.
- E. Copy of a valid Missouri driver's license or a valid state or federal identification
- F. Applicant must attain a minimum score of 70% on the State certification written and must successfully pass all practical skills tested on the State practical skills examination .
- G. Applicant must be certified by the Division of Fire Safety at the Hazardous Materials Awareness and Operations Levels to NFPA 472-1997 or newer standard.
- H. The candidate must meet the medical and physical fitness requirements to perform the task of Hazardous Materials Technician as determined by the authority having jurisdiction.

## **XIII. Hazardous Materials Technician Recertification**

The Hazardous Materials Technician Certification level shall expire three years from the certification date or from date of recertification.

Notification of approaching expiration will be sent to the individual's home address of record prior to the recertification date. The individual is responsible for supplying the Division with a current home address.

The Hazardous Materials Technician will be required to complete the following criteria in order to renew certification:

- A. Complete and submit the Recertification Application.



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- B. Summary of how your duties over the past three (3) years reflect your current certification level.
- C. Provide documentation of 24 hours of total training (8 hours per year) as a student or instructor, or any combination, in Hazardous Materials Technician related courses or seminars. Continuing education training must include demonstration of competency at all practical skill evolutions conducted during the approved classes and documentation of these proficiencies.

**Note: All courses and seminars are subject for approval by the Division of Fire Safety.**

In the event an individual does not submit the required documentation for recertification as a Hazardous Materials Technician, his or her certification status will be revoked. In order to regain certification, individuals must successfully complete an approved Hazardous Materials Technician course, including successful score on the written course exam and practical skills exam. Individuals must meet all requirements for certification including but not limited to passing the certification exam in order to qualify for certification.

### **XIV. Application for Certification Testing**

#### **Application for Written Testing for Hazardous Materials-Awareness Certification**

The following information must be **attached** to the candidate's application for testing:

- A. An "Application for Testing and Certification" completed by applicant - stating name and personal information.
- B. Copy of valid Missouri driver's license or a valid state or federal identification.
- C. Complete an "Authorization for Release of Information" form.
- D. Individuals may apply for testing and in turn will be notified of confirmation of the test date and the location by the Division of Fire Safety.

#### **Application for Written Testing for Hazardous Materials-Operations Certification**

The following information must be **attached** to the candidate's application for testing:

- A. An "Application for Testing and Certification" completed by applicant - stating name and personal information.



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- B. Copy of valid Missouri driver's license, or a valid state or federal identification.
- C. Complete an "Authorization for Release of Information" form.
- D. Individuals may apply for testing and in turn will be notified of confirmation of the test date and the location by the Division of Fire Safety.

#### **Application for Written Testing for Hazardous Materials-Technician Certification**

The following information must be **attached** to the candidate's application for testing:

- A. An "Application for Testing and Certification" completed by applicant - stating name and personal information.
- B. Copy of valid Missouri driver's license or a valid state or federal identification.
- C. Complete an "Authorization for Release of Information" form.
- D. Individuals may apply for testing and in turn will be notified of confirmation of the test date and the location by the Division of Fire Safety.



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**XV. Certification Written Test Requirements**

Candidates must score 70% or better on the state written certification examination. The Awareness exam consists of 50 multiple choice questions and must be completed within one hour. The Operations and Technician exams consist of 100 multiple choice questions and must be completed within two hours.

For Hazardous Materials Awareness and Operations exams, each question is referenced to NFPA 472-2013, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incident* and one or more of the following sources:

1. *Hazardous Materials: Awareness and Operations*, Jones and Bartlett
2. *Fundamentals of Fire Fighter Skills*, Third Edition, Jones and Bartlett  
Chapters 28-35 (if not presented in conjunction with an approved Fire Fighter I and II course, the following chapters must also be presented: Chapters 3, 5, 17, and 23)
3. *Hazardous Materials for First Responders*, Fourth Edition, IFSTA
4. *Essentials of Fire Fighting and Fire Department Operations*, Sixth Edition, IFSTA  
Chapters 23-24 (if not presented in conjunction with an approved Fire Fighter I and II course, the following chapters must also be presented: Chapters 3, 5, 6, 16, and 17)
5. The Fire and Rescue Training Institute, MU Extension "Hazardous Materials Initial Response: Awareness" course online
6. 2012 Emergency Response Guidebook  
(Those students taking the Operations or Technician examinations should be familiar with the Incident Command/Management System)

For Hazardous Materials Technician exams, each question is referenced to NFPA 472-2013, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incident* and one or more of the following sources:

1. *Hazardous Materials: Managing the Incident*, Fourth Edition, Jones and Bartlett
2. Missouri Division of Fire Safety "Hazardous Materials Technician Reference Guide"

Students can prepare for the exam through completion of the appropriate course and reviewing the above references. Applicants must take and pass the certification exam within one year of completing the appropriate course.



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#### **Sample Test Question**

1. The bottom quadrant of the NFPA 704 System is used to indicate \_\_\_\_\_.
  - A. health hazards
  - B. flammability
  - C. additional hazards
  - D. reactivity

A candidate must score 70% or better on Certification Written Examination in order to pass.

In the event of failure:

1. A candidate who has failed the written exam on the first attempt may retest at a later date. A candidate may schedule a retest by submitting an "Application for Retesting and Certification". Candidates may retest during a scheduled regional exam or at the Division of Fire Safety's Office. A different version of the exam will be administered. Application for testing must be made within one year of course completion.
2. Should the candidate fail the written test on the second attempt, he or she will be required to take the appropriate approved Hazardous Materials course again before being allowed to take another test for the same certification level. The student will be required to test both written and practical exam for the failed certification level.

## **XVI. Hazardous Materials Operations Practical Skills**

Hazardous Materials Operations Practical Skills testing are conducted at the conclusion of an approved course.

Each skill objective in the NFPA 472 Hazardous Materials Operations standard is tested at the conclusion of an approved course by approved evaluators. Skills have been created for core competencies and each mission-specific required discipline. Students should have mastered these skills during the approved Hazardous Materials Operations course. All completed skill sheets must be sent to the Division in order to be eligible for certification.

Individuals with facial hair that comes into contact with the SCBA facepiece will not be allowed to test for certification. The Lead Evaluator will have the authority to deny testing to these individuals and is expected by the Division to do so.

1. Each candidate must be prepared to take appropriate protective equipment to each skill station.



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2. Each candidate is allowed two attempts to successfully demonstrate a given skill.
3. Candidates should be notified confidentially of their pass/fail status on each skill. Results must not be posted for public viewing.
4. The Lead Evaluator cannot limit the number of stations which a candidate may have a second attempt.
5. Requests for a second attempt on a failed skill station must be directed to the Lead Evaluator.
6. Candidates who need a second attempt are not allowed to confer with other candidates, instructors, or evaluators to relearn/practice a skill.
7. During the second attempt, the candidate retesting will only be required to repeat the skills within the area of the skill originally failed, not the entire skill sequence.

A candidate must successfully demonstrate mastery of each priority step within each specific skill. If a candidate fails one particular skill, after having two attempts, he or she fails the entire practical skills exam.

Should the candidate fail the practical exam, he or she will be required to take an approved Hazardous Materials Operations course again before being allowed to take another test for the same certification level. The student will be required to test both written and practical exam for the failed certification level.

### **XVII. Hazardous Materials Technician Practical Skills Exam**

*All Hazardous Materials Technician practical skills testing will be scheduled only by the Division of Fire Safety.* The Division will notify students, who have met the certification eligibility requirements, of the practical testing dates and locations. Testing materials will be sent to the Lead Evaluator prior to the scheduled test date.

Individuals with facial hair that comes into contact with the SCBA facepiece will not be allowed to test for certification. The Lead Evaluator will have the authority to deny testing to these individuals and is expected by the Division to do so.

Practical skills tests are generated by the Division of Fire Safety. Practical skill tests are designed so that the possibility exists that any Job Performance Requirement from the given NFPA Standard can be on a particular skill test. All practical skills exams shall contain a diverse degree of difficulty in job areas.





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### *Guide for Lead Instructors*

Hazardous Materials Technician practical skills tested are sequenced in the form of actual contextual skills. Several sequences of skills have been created and are mailed to the evaluator in sealed envelopes. The benefits of this choice of sequenced skills include that randomness is ensured and thus the students must be prepared for any skill from the appropriate NFPA standard.

1. Each candidate must be prepared to take appropriate protective equipment to each skill station.
2. Each candidate is allowed two attempts to successfully demonstrate a given skill.
3. Candidates should be notified confidentially of their pass/fail status on each skill. Results must not be posted for public viewing.
4. The Lead Evaluator cannot limit the number of stations which a candidate may have a second attempt.

A candidate must successfully demonstrate mastery of each priority step within each specific skill. If a candidate fails one particular skill, after having two attempts, he or she fails the entire practical skills exam.

Should the candidate fail the practical exam, he or she will be required to take an approved Hazardous Materials Technician course again before being allowed to take another test for the same certification level. The student will be required to test both written and practical exam for the failed certification level.



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**HAZARDOUS MATERIALS TECHNICIAN COURSE  
EQUIPMENT LIST - NFPA 472-2013**

**Identify and Monitor Hazardous Materials Skill**

1. Colorimetric Hand Pump or equivalent
2. Minimum of 3 assorted colorimetric tubes
3. Colorimetric reference manual or guide sheet
4. Carbon Monoxide meter, combustible gas indicator, oxygen meter or multi-gas meter
5. WMD detection equipment
6. NIOSH Pocket Guide
7. Photo Ionization Detector
8. Flame Ionization Detector
9. pH paper
10. pH test strips
11. Pipetts
12. Radiation survey meter kit
13. Personal Radiation monitor
14. Chemical classifier Kit
15. Field level decon supplies
16. Non-sparking Bung Wrench
17. Collection and sampling equipment
  - a. Glass tube or disposable polypropylene/PVC bailer
  - b. Non-sparking sample pole, extendible to 10 feet
  - c. Glass and plastic sample cups and bottles (glass for chemical samples, plastic for bio samples)
  - d. Transfer pipettes
  - e. Dacron swabs
  - f. Parafilm
  - g. Evidence tape
  - h. Plastic Bags
  - i. Syringes and tubing
  - j. Stainless steel spoons
  - k. Shovels
  - l. Scoops
  - m. Scalpels
  - n. Spatulas
  - o. Glass containers (jars with lids)

**Decontamination Functions**

1. Emergency Response Guide (ERG)
2. NIOSH Pocket Guide
3. ICS 201-OS form
4. Suggestive equipment
  - a. Area Control Equipment (i.e.: Barrier tape, cones, barriers)
  - b. Tarps
  - c. Garden hoses and nozzles
  - d. Water manifold
  - e. Pools
  - f. Stools or chairs



## HAZARDOUS MATERIALS - AWARENESS, OPERATIONS & TECHNICIAN

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- g. Buckets
- h. Brushes
- i. Decontamination solution (i.e.: liquid soap)
- j. Rolls of duct tape
- 5. Diagrams of Level 1 and 2 decontamination
- 6. 1½ - 1¾ " fire hose and water supply
- 7. Incident action Plan
- 8. Multi-gas meter
- 9. PID monitor

#### **Personal Protective Equipment**

- 1. Level A vapor-protective clothing, liquid-splash and chemical protective clothing
- 2. Level B (Tychem suits) non-encapsulating liquid-splash and chemical protective clothing
- 3. Duct tape
- 4. Self-Contained Breathing Apparatus (SCBA)
- 5. Other respiratory protection
- 6. Chemical resistant rubber boots
- 7. Rubber Gloves/latex gloves

#### **Perform Control Functions for a Pressure Vessel**

- 1. 100 lbs. or greater pressure vessel that has been modified with piping and valve. (An air/water supply must simulate all the required leaks)
- 2. 1-ton pressure vessel that has been modified with piping and valves (An air/water supply must simulate all the required leaks)
- 3. Chlorine tank car dome simulator (An air/water supply must simulate all the required leaks)
- 4. Chlorine A Kit
- 4. Chlorine B Kit
- 5. Chlorine C Kit
- 6. Appropriate PPE

#### **Perform Control Functions for a 55 Gallon Drum**

- 1. 4 - 55 gallon drums: 1 with a nail puncture, one with a forklift puncture, one with a chime leak, and one with a leaking closure (bung)
- 2. Bung wrench
- 3. Plug and patch kit
- 4. Plug and dike patching paste
- 5. 1 over-pack drum
- 6. Level A PPE and SCBA

#### **Perform Control Functions for a MC-306/DOT-406**

- 1. 1 – MC306/DOT406 cargo tank or
- 2. 1 – Cargo tank dome cover training simulator
- 3. 1 – LEL monitor
- 4. Dome Cover Clamp(s)
- 5. Level C or D PPE
- 6. Grounding equipment Kit
  - a. Ground rod (5' minimum)
  - b. Ground clamps
  - c. Grounding cable (1/8" stainless steel or 8 AWG min.)
  - d. Non-sparking hammer



MISSOURI DIVISION OF FIRE SAFETY  
**HAZARDOUS MATERIALS AWARENESS & OPERATIONS**  
NFPA 472-2013  
**TRAINING RECORD**



*To be Completed by the Candidate:*

Name: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Department/Agency: \_\_\_\_\_

Course Location: \_\_\_\_\_ Course Dates: \_\_\_\_\_

***This Training Record must be completed for each candidate completing a Division of Fire Safety approved Hazardous Materials Awareness and Operations Course. Failure to complete and submit this form shall result in the individual completing such course to be ineligible for Hazardous Materials Awareness and Operations certification testing.***

	<i>Quiz</i> 70% min.	<i>Re-Quiz</i> 70% min.	<i>Instructor</i>	<i>Date</i>
Hazardous Materials Awareness and Operations Course Quiz				

***I hereby confirm that this individual has attended all Hazardous Materials Awareness and Operations required classes and the information contained on this form is true and complete.***

***Lead Instructor (Print name)*** \_\_\_\_\_

***Lead Instructor Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_





MISSOURI DIVISION OF FIRE SAFETY  
**HAZARDOUS MATERIALS TECHNICIAN**  
*NFPA 472-2013*  
**TRAINING RECORD**



Candidate: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_

Dept./Agency: \_\_\_\_\_

Course Location: \_\_\_\_\_

Lead Instructor: \_\_\_\_\_ Course Dates: \_\_\_\_\_

***This Training Record must be completed for each candidate completing any Jones and Bartlett Hazardous Materials Managing the Incident Technician Course. Failure to complete and submit this form shall result in the individual completing such course to be ineligible for Hazardous Materials Technician certification testing.***

<i>Chapter</i>	<i>Quiz 70% min.</i>	<i>Re-Quiz 70% min.</i>	<i>Instructor</i>	<i>Date</i>
Chapter 1: The Hazardous Materials Management System				
Chapter 2: Health and Safety				
Chapter 3: Managing the Incident: Problems, Pitfalls , & Solutions				
Chapter 4: The Eight Step Process: An Overview				
Chapter 5: Site Management				
Chapter 6: Identifying the Problem				
Chapter 7: Hazard Assessment and Risk Evaluation				
Chapter 8: Selecting Personal Protective Clothing and Equipment				
Chapter 9: Information Management & Resource Coordination				
Chapter 10: Implementing Response Objectives				
Chapter 11: Decontamination				
Chapter 12: Terminating the Incident				

***I hereby confirm that this individual has attended all Hazardous Materials Technician required classes and the information contained on this form is true and complete.***

***Lead Instructor (Print name)*** \_\_\_\_\_

***Lead Instructor Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_






Date Received	 <b>Department of Public Safety</b> <b>Division of Fire Safety</b> PO Box 844, Jefferson City, MO 65102 (573) 522-2426 FAX (573) 751-1744 Website: <a href="http://www.dfs.dps.mo.gov">www.dfs.dps.mo.gov</a>	 	Date Approved
Received By			Approved By
<b>Application for Hazardous Materials Course Delivery</b>			

<b>Location for Course</b>		<b>Start Date</b>	<b>Expected End Date</b>	
<b>Street Address</b>	<b>City</b>	<b>Zip Code</b>	<b>Number of Students</b>	
<b>Course to be Delivered:</b>		<b>Approved Curriculum to be used:</b>		
<input type="checkbox"/> Awareness & Operations <input type="checkbox"/> Technician				
<b>Location of Course Records:</b>		<b>Person Responsible for Records</b>	<b>Post Certified:</b>	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Instructor Information:</b>				
<b>Last 4 SSN #</b>	<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>	
<b>Mailing Address of Instructor</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Email Address</b>		<b>Phone Number</b>		
<b>Host Agency Information:</b>				
<b>Agency Name</b>		<b>Agency Phone #</b>	<b>County</b>	
<b>Street Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Signature (Instructor or Host Agency Representative)</b>			<b>Date</b>	

Division of Fire Safety Use Only				
	Yes	No	Date	Initials
Approval Granted				
Approval Letter Sent				
Data Entry Date: _____ Initials: _____				
Notes:				



Date Received	 <b>Department of Public Safety</b> <b>Division of Fire Safety</b> PO Box 844, Jefferson City, MO 65102 (573) 522-2426 FAX (573) 751-1744 Website: <a href="http://www.dfs.dps.mo.gov">www.dfs.dps.mo.gov</a>	 	Date Approved
Received By			Approved By
<b>Application for Hazardous Materials Operations Evaluator Confirmation</b>			

**To be completed by the Course Lead Instructor**

Host Agency for Course		Start Date		Expected End Date	
Street Address		City		Zip Code	
Lead Instructor's Name				Mobile Phone Number	
Email address			Fax Number		Test Site Location
<b>Lead Evaluator Information:</b> Note: Refer to the "Hazardous Materials Guide for Lead Instructor" for number of evaluators required to conduct a skills exam. (A minimum of two evaluators is required)					
Last Name		First Name			M.I.
List Assisting Evaluator		List Assisting Evaluator			
List Assisting Evaluator		List Assisting Evaluator			
List Assisting Evaluator		List Assisting Evaluator			
Signature (Lead Instructor)					Date

**This completed form must be received by the Division of Fire Safety no less than 72 hours prior to the start of the approved course.**

Division of Fire Safety Use Only		
	Signature	Date
Approval Granted and Confirmation Sent		
Note:		



Date Received	 <b>Department of Public Safety</b> <b>Division of Fire Safety</b> PO Box 844, Jefferson City, MO 65102 (573) 522-2426 FAX (573) 751-1744 Website: <a href="http://www.dfs.dps.mo.gov">www.dfs.dps.mo.gov</a>		Date Approved To Test
Received By			Approved By
<b>Application for Testing and Certification</b>			

<b>Location for Testing:(see website for testing locations and dates)</b>	<b>Date of Testing</b>

<b>Personal Information:</b>				
Last 4 SSN #	Last Name	Suffix	First Name	M.I.
Mailing Address of Applicant			City	State
Driver's License #	D.L. State	Personal Phone # <input type="checkbox"/> Home <input type="checkbox"/> Cell	Email Address	
Date of Birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No	GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	County of Residence

<b>Current Agency Information:</b>			
Agency Name	Phone #	Yrs of total Serv.	County
Street Address	City	State	Zip Code

<b>Agency Type</b>
<input type="checkbox"/> Volunteer FD <input type="checkbox"/> Paid FD <input type="checkbox"/> Academy Student <input type="checkbox"/> Private <input type="checkbox"/> Other Local, State or Federal Agencies

<b>Check the Certification Test(s) Applying For:</b>				
Fire Protection	<input type="checkbox"/> Firefighter I	<input type="checkbox"/> Firefighter II	Was Firefighter II taken online?	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hazardous Materials	<input type="checkbox"/> Awareness	<input type="checkbox"/> Operations	<input type="checkbox"/> Technician	Was HM Awareness online?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Officer	<input type="checkbox"/> Fire Officer I	<input type="checkbox"/> Fire Officer II		
Fire Service Instructor	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II		
Driver/Operator	<input type="checkbox"/> Pumper			
Fire Inspector	<input type="checkbox"/>			
Fire Investigator	<input type="checkbox"/>			

**Have you ever forfeited bond, entered a plea of guilt or been convicted of any criminal offense (other than minor traffic offenses)?**

☐ Yes ☐ No

If yes, download a "Criminal Offense Statement" at  
[http://www.dfs.dps.mo.gov/documents/forms/MO\\_815-F0047.pdf](http://www.dfs.dps.mo.gov/documents/forms/MO_815-F0047.pdf)

**This form MUST be fully completed and submitted with this application.**

### **Authorization for Release of Information**

I, (Print Full Name) \_\_\_\_\_ hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

I further authorize all law enforcement agencies, U.S. Military, Federal, State and/or Local government agencies to furnish the Missouri Division of Fire Safety, with any and all information regarding me in order to determine suitability for certification. I further release said agency or person from all liability for any damages whatsoever that may occur from furnishing such information to the Missouri Division of Fire Safety.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer or his designee of my organization.

A photo-static copy of this authorization will be considered as effective and valid as the original.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **To be completed by the Lead Instructor of a Division of Fire Safety Registered and Approved Course**

It is hereby confirmed that the above applicant has attended and successfully completed an approved course as checked above.

Location: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Hazardous Materials Levels & Fire Fighter I and II ONLY** **To be completed by applicants Fire Chief, Academy Representative or Agency Supervisor**

I certify that the above applicant meets the physical and medical requirements set down by the \_\_\_\_\_  
to perform the duties of the applicable NFPA standard. (Authority Having Jurisdiction)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Testing will be scheduled by the State Fire Marshal's Office, Training and Certification Unit.*

**COMPLETED APPLICATION MUST BE RECEIVED AND APPROVED PRIOR TO TESTING**